

SSOW – Lifting operations.

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Scope of Activity:	This safe system of work covers Forkway engineers undertaking lifting operations.
Applicable Risk Assessment:	RA 008 – Lifting operations.
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Overalls Safety boots Nitrile gloves Safety glasses
Additional PPE (as required):	N/A
Resources:	Competent engineer (s) Lifting equipment Lifting accessories Barrier tape

Manning:

Field service engineer(s) reporting to an engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Senior / Regional Business Manager.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manuals;
- Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual.

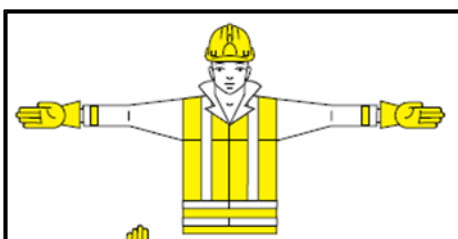
Safe Working Method:

- Upon arrival on site, you must sign in where applicable and make contact with the designated site contact. You must ensure you have completed any necessary inductions and any permits to work or other documentation required by customer have been completed;
- Agree with the site contact a designated safe working area in which to carry out all operations
 - A cordon must be made around the working area to prevent unauthorised access;
 - The cordoned area must be large enough that if the load were to fall it would not fall out with this area;
 - Avoid work in areas with high volumes of vehicle or pedestrian movements or areas that are in close proximity to fixed objects;
 - Ensure cordoned off area if visible to site traffic. Avoid working at blind corners, etc.
 - Ground conditions must be firm and level. Ensure ground conditions are strong enough to hold capacity of the lifting equipment;

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- Ensure area is well clear of drains, manhole covers or any soft/ weak ground conditions;
 - Ensure there are no overhead obstructions or hazards such as pipes, telephone lines or high voltage electrical lines;
 - Ensure there are no moving obstructions which could impact the lifting equipment. If moving obstructions are or could be present, ensure they are isolated and locked off before starting;
 - Ensure whether conditions, especially wind speed, are suitable and within the permitted limitations for the lifting equipment being used;
- Discuss lifting operation with customer contact and ensure they inform their employees not to enter the cordoned area throughout the task;
 - Person operating the lifting equipment must be fully trained and authorised to use the equipment. They must also be trained in the principles of safe slinging and lifting;
 - Prior to use the operator must familiarise themselves with the controls and follow the manufacturer's operating instructions;
 - Complete pre use checks on all lifting equipment and accessories.
 - Ensure all lifting equipment and accessories are CE Marked;
 - Ensure all equipment is of suitable capacity for the loads being handled;
 - Ensure all lifting equipment and accessories are within current thorough examination and tagged;
 - If defects are found, take equipment out of service and affix a do not use tag. Inform line manager;
 - Follow the manufacturer's maintenance manual for the equipment under repair to determine:
 - The type of lifting equipment and lifting accessories that will be required;
 - The correct appropriate slinging points;
 - The weight of the component/ object being lifted;
 - Step by step method of lifting and handling the object/ component;
 - Discuss with all parties involved the full step-by-step approach that will be taken during the lifting operation ensuring all persons clearly understand:
 - Agree hand signals that will be used to direct lifting operation (example signals are given at end);
 - Complete the lifting operation ensuring that all persons remain fully clear of cordoned area throughout entire task. Stop lifting operation immediately if someone enters this area.

Example hand signals:



Start – Both arms are extended horizontally with the palms facing forwards.



Stop - The right arm points upwards with the palm facing forwards.

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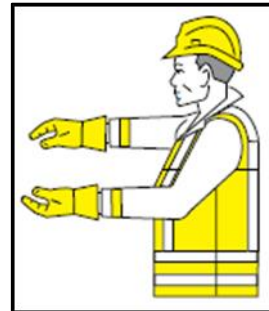
End - Both hands are clasped at chest height.



Raise - The right arm points upwards with the palm facing forward and slowly makes a circle.



Lower - The right arm points downwards with the palm facing inwards and slowly makes a circle.



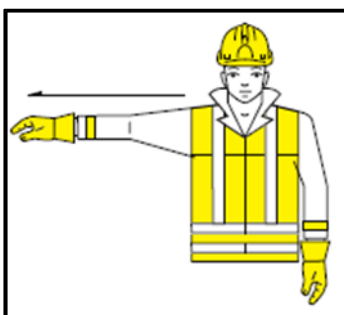
Distance - The hands indicate the relevant distance.



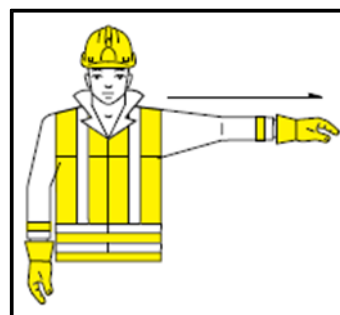
Move Forwards - Both arms are bent with the palms facing upwards and the forearms make slow movements towards the body.



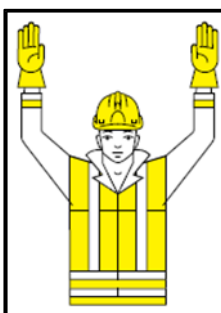
Move Backwards - Both arms are bent with the palms facing downwards and the forearms make slow movements away from the body.



Right - The right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right.



Left - The left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.



Danger - Both arms point upwards with the palms facing forwards.